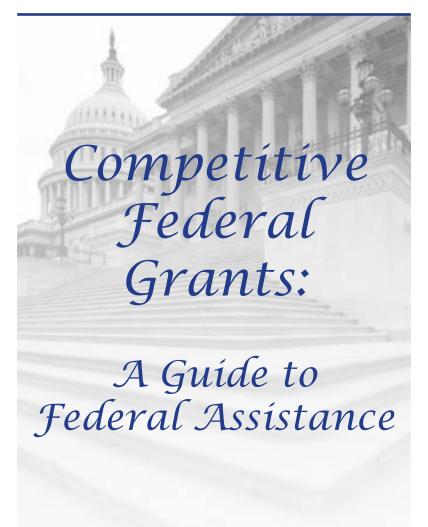
# United States Senator Richard Burr



U.S. Senator Richard Burr United States Senate Washington, DC 20510 (202) 224-3154 http://www.burr.senate.gov/

## United States Senate

#### Dear Friends:

I believe we all share the goal of working to improve life in our State. We want to improve the education of young people, grow our local economy and create new jobs, provide services to those in need, help make health care more affordable for our families, and protect our communities.

I believe one of the most underutilized resources available to North Carolinians in their efforts to improve our State is federal grant dollars. I hope the information in this booklet provides you with basic information about the federal grant process, where to find more information about federal grants, and tips on applying for federal grants.

I hope we can work together to build a stronger and better North Carolina. As always, please do not hesitate to contact my office if you need further assistance.

Sincerely,

Richard Burr

United States Senator

## **Grants Application Checklist**

Develop a clear, concise description of your project.
Research funding opportunities, both public and private.
Note the application criteria for pertinent programs, such as when
applicable deadlines occur and what process the grantor uses for
accepting applications.
Contact the grantor agency or foundation.
Write your grant proposal.
Submit your grant proposal on time and in accordance with all of
the instructions.

## **Develop Your Project and Find Funding**

Before you begin to search for available funding, you must clearly define your project. It is important that you can well document and articulate the need your project is filling. As you refine your project's goals and target outcome, you can improve your likelihood of success by doing preliminary research to find potential funding sources with goals consistent with your own. Furthermore, you will typically have more success in finding funding if you can articulate an exact funding need, rather than an idea that is still being developed. It is not productive to send out grant proposals indiscriminately in the hope of attracting funding.

This booklet outlines information on competitive grants, also known as discretionary grants. Please be aware that the federal government also funds many projects through formula grants. Under many of these formula grants, the federal government allocates money to each state, which in turn conducts its own competitive grant process among applicants in the state.

Eligible federal grant applicants include state and local governments, nonprofit social service groups and community action organizations, small businesses, and many others. Though many organizations hope for federal funding, such assistance is, in fact, limited. Private or corporate foundation grants may be more appropriate for some projects or used to complement potential federal funding.

When you begin to search for funding sources, start by gathering information about grants assistance currently available. You should consider both government and private foundation funding. Grant-making government agencies and foundations whose interest and intentions are consistent with yours will be most likely to provide support. Many projects may only be accomplished with funds from a combination of sources, among them federal, state, or local programs and grants from private or corporate foundations. So, cast a wide, but targeted, net.

The best funding resources are now available on the internet. The following pages list several recommended resources for locating grant opportunities.

## Federal Resources

## **Catalog of Federal Domestic Assistance**

### http://www.cfda.gov/

The Catalog (CFDA) describes some 1,500 federal domestic assistance programs, financial and non-financial assistance programs administered by the departments and agencies of the federal government. It is the primary source of information about federal grants programs, although actual funding depends upon the annual federal budget.

For each program listed, the Catalog defines objectives of the program, eligibility requirements, the application and award process, post assistance requirements, past fiscal year obligations and future estimates, program accomplishments, and examples of funded projects, related programs, and information contacts, including regional or local offices of federal agencies if applicable. Grant seekers may search the Catalog for assistance programs by keyword, functional area, beneficiary group, eligible applicants, program title, Department, or agency.

All of the program descriptions, indexes, and appendixes of the printed Catalog are searchable for free on the Web. Although more easily searchable on the Internet, the printed Catalog is available to the public in local depository libraries. North Carolina has nearly 30 libraries across the State carrying the printed Catalog. To locate one near you, visit <a href="http://www.gpoaccess.gov/libraries.html">http://www.gpoaccess.gov/libraries.html</a>. The Catalog is also for sale from the Government Printing Office at <a href="http://bookstore.gpo.gov/">http://bookstore.gpo.gov/</a>.



#### Grants.gov

http://www.grants.gov/

This is a federal grants website allowing you to find competitive grant opportunities within all federal grant-making agencies. It also allows you to sign up and receive notification of future grant opportunities, and it allows you to apply for some federal grants online.

#### FirstGov for Nonprofits

http://www.firstgov.gov/Business/Nonprofit.shtml#grants

This site contains a network of links to federal government services and grants information devised to assist nonprofit organizations.

### Government to Government: Grants and Financial Management

http://www.firstgov.gov/Government/State\_Local/Grants.shtml

This website was developed to give state and local governments easy access to federal government grants and budget information.

### **Homeland Security Grants and Training**

http://www.dhs.gov/dhspublic/interapp/editorial/editorial\_0355.xml

This site simplifies access to homeland security and public safety grants information offered by various federal agencies by placing information in a single, easily accessible site. Critical state and local operations supported through these grants include the preparedness of first responders and citizens, public health, infrastructure security, and other public safety activities.

#### **Federal Government Websites**

http://www.loc.gov/rr/news/fedgov.html

This site provides links to department and agency websites. To better develop a grant proposal, search a department or agency's website to learn more about its programs and objectives. Some government departments or agencies have web pages specifically designed for nonprofit organizations or those seeking state and local government grants.

## Los Sitios Web Federales en Español

http://www.odl.state.ok.us/usinfo/topiclists/us-spanish.htm

This site provides links to federal websites in Spanish describing programs of key U.S. government departments and agencies, including Commerce, Small Business Administration, Education, Health and Human Services, Housing and Urban Development, Interior, Treasury, Veterans Affairs, Environmental Protection Agency, Federal Communications Commission, and Federal Emergency Management Agency (now part of the Department of Homeland Security).

### **Federal Funding Report**

http://www.house.gov/ffr/federal\_funding\_reports.shtml
This is a weekly compilation of items published in the Federal Register affecting federal domestic assistance programs. The summary consists of three parts: (1) Federal Register Summary, (2) Early Warning Grants Report, and (3) Disaster Loan Applications.



### **Notices of Funding Availability**

http://ocd1.usda.gov/nofa.htm

Notices of Funding Availability (NOFAs) are announcements appearing in the *Federal Register* inviting applications for federal grant programs. This webpage allows you to generate a customized listing of NOFAs by date, by broad subject terms, or by department or agency.

### **Grants Management Website**

http://www.whitehouse.gov/omb/grants/index.html

The Office of Management and Budget (OMB) establishes government-wide grants management policies and guidelines through circulars, which are instructions or information issued by OMB to Federal agencies. OMB Circulars are cited in *Catalog* program descriptions. On the Internet version of the *Catalog*, sections sometimes hotlink directly to OMB Circulars, others just give OMB Circular numbers, which may then be printed from this website.

## Federal Agency Regional and Local Offices

http://12.46.245.173/CFDA/appx4\_web\_state.pdf

Much of the federal grant funding moves to the states through formula and block grants: state, regional, and local federal offices often handle federal grants applications and funds disbursement. Each federal agency has its own procedures. Applicants should call the department or agency in question before applying for funding to obtain the most up-to-date information. A listing of the federal agencies' offices is accessible from this site.

## Federal Agency Contact Information

## DEPARTMENT OF AGRICULTURE

1400 Independence Avenue, SW Washington, DC 20250 Telephone: 202-720-2791 TTY: 202-720-8372

## DEPARTMENT OF COMMERCE

1401 Constitution Avenue, NW Washington, DC 20230 Telephone: 202-482-4883 TTY: 202-482-4670

#### DEPARTMENT OF DEFENSE

1300 Defense Pentagon Washington, DC 20301 Telephone: 703-697-6210 TTY: 703-693-6189

## DEPARTMENT OF EDUCATION

400 Maryland Avenue, SW Washington, DC 20202 Telephone: 1-800-USA-LEARN (1-800-872-5327) TTY: 1-800-437-0833

#### DEPARTMENT OF ENERGY

1000 Independence Avenue, SW Washington, DC 20585 Telephone: 1-800-dial-DOE (1-800-342-5363) TTY: 202-586-4471

#### DEPARTMENT OF HEALTH AND HUMAN SERVICES

200 Independence Avenue, SW Washington, D.C. 20201 Telephone: 1-877-696-6775 TTY: 1-800-877-8339

#### DEPARTMENT OF HOMELAND SECURITY

Washington, DC 20528 Telephone: 202-282-8000 TTY: 1-800-877-8339

#### DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

451 7th Street SW Washington, DC 20410 Telephone: 202-708-1112 TTY: 202-708-1455

## DEPARTMENT OF THE INTERIOR

1849 C Street, NW Washington, DC 20240 Telephone: 202-208-3100 TTY: 202-208-5522

#### DEPARTMENT OF JUSTICE

950 Pennsylvania Avenue, NW Washington, DC 20530 Telephone: 202-514-2141 TTY: 202-514-1888

#### DEPARTMENT OF LABOR

Frances Perkins Building 200 Constitution Avenue, NW Washington, DC 20210 Telephone: 1-866-4-USA-DOL (1-866-487-2365) TTY: 1-877-889-5627

#### DEPARTMENT OF STATE

2201 C Street, NW Washington, DC 20520 Telephone: 202-647-4000 TTY: 1-800-877-8339

#### DEPARTMENT OF TRANSPORTATION

400 7th Street, SW Washington, DC 20590 Telephone: 202-366-4000 TTY: 1-800-877-8538

## DEPARTMENT OF THE TREASURY

1500 Pennsylvania Avenue, NW Washington, D.C. 20220 Telephone: 202-622-2000

#### DEPARTMENT OF VETERANS AFFAIRS

810 Vermont Ave NW Washington, DC 20420 Telephone: 202-273-5615 TTY: 1-800-829-483

## **Grant Proposals**

Before developing your proposal, you will want to establish a good working relationship with the grantor agency. Gather program information and contact the agencies early in the process, before submitting formal applications. Once a potential grantor agency or foundation is identified, contact it and ask for a grant application kit or information. Later, you may also ask some of the grantor agency foundation personnel for suggestions, criticisms, and advice about the proposed project. Many federal agencies and foundations are willing to provide an assessment of a preliminary one- or two-page concept paper before a formal proposal is prepared.

When developing your proposal, consider that the project must fit into the philosophy and mission of the grant-seeking organization or agency. Also, you must well document and articulate the need your proposal is filling. Once you have developed a proposal summary, look for community support. Individuals or groups representing academic, professional, and community organizations may be willing to support the proposal in writing. You may also elicit support from local government agencies and public officials. See the following section for more information on how Senator Burr can be of help.

The final draft of a typical grant proposal may include the following:

- Cover letter
- 2. Proposal summary or abstract
- 3. Introduction describing the grant seeker or organization
- 4. Problem statement (or needs assessment)
- 5. Project objectives
- 6. Project methods or design
- Project evaluation
- 8. Future funding
- 9. Project budget

These are suggestions, not requirements. You should follow the agencies instructions precisely and be meticulous when compiling your proposal. Agencies can and may discard your proposal for not following the application instructions. Also, agencies may utilize a two-step application process. In this circumstance, an agency might require a pre-application and then invite some applicants to submit a full application based on the merits of their pre-applications.

If you need further direction on developing and writing a grant proposal, visit the Catalog (CFDA) website at <a href="http://www.cfda.gov/">http://www.cfda.gov/</a>. This site also provides guidance in formulating federal grant applications, including initial proposal development, basic components of a proposal, review recommendations, and referral to federal guidelines and literature.

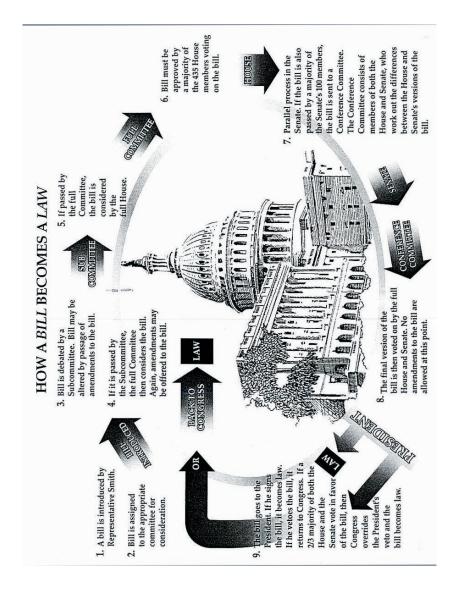
## How Congressional Offices Can Help

Constituents seeking federal funds for projects frequently ask Senator Burr, as well as other Congressional representatives, to write letters of support on their behalf for a project to federal departments and agencies.

However, this option is not always necessary and in some cases may be inappropriate. Please contact the Federal Grant Coordinator in Senator Burr's office to determine whether a Congressional letter of support would be appropriate after you have submitted a fully developed grant proposal to the grantor agency.

For more information on grants, visit Senator Burr's website at <a href="http://burr.senate.gov">http://burr.senate.gov</a>. You may also register for the Burr Bulletin, an e-mail newsletter, which will help keep you up-to-date on federal grants information and news.





### **Senator Richard Burr**

### Washington, DC

United States Senate Washington, DC 20510 (202) 224-3154

#### **Asheville**

151 Patton Avenue, Suite 204 Asheville, NC 28801 (828) 350-2437

#### Gastonia

181 South Street, Suite 222 Gastonia, NC 28052 (704) 833-0854

### **Rocky Mount**

100 Coast Line Street, Room 210 Rocky Mount, NC 27804 (252) 977-9522

### **Wilmington**

201 North Front Street, Suite 809 Wilmington, NC 28401 (888) 848-1833 (910) 251-1058

#### **Winston-Salem**

2000 West Frist Street, Suite 508 Winston-Salem, NC 27104 (800) 685-8916 (336) 631-5125

http://www.burr.senate.gov

